

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**SECTION MANAGER**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Section Manager is the first level in a four level Management series. Incumbents are responsible for managing and implementing daily operations related to services and/or programs for an assigned section within a division. Incumbents exercise a high level of technical expertise and assist in forecasting and strategic planning related to their specific section. Incumbents may act in the absence of the Division Manager or Assistant Director as assigned.

The Section Manager is distinguished from the Division Manager, which is responsible for managing the operations of a division within a department and has first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |                 |
|----|---|-----------------|
| 1. | Supervises staff including prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.  | Daily<br>10%    |
| 2. | Supervises the daily operation in assigned administrative support area, which includes; planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily<br>35-40% |
| 3. | Communicates and collaborate with internal departments, external consultants, vendors, external agencies, regulatory officials, and the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.  | Daily<br>20%    |
| 4. | Receives and responds to questions and more complex complaints from the public and/or other agencies regarding issues, problems, and concerns related to assigned area of responsibility; evaluates situations and recommends solutions; coordinates work with other sections, divisions, and/or departments and outside agencies as needed.  | Daily<br>5%     |
| 5. | Ensures safe work methods are followed and appropriate safety precautions and equipment are utilized.   | Daily<br>5%     |

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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
6.	Manages and participates in the compilation and maintenance of operational records for assigned section within a division; develops, recommends, and implements operational changes to ensure compliance with established policies, procedures, standards, and/or regulations; recommends and initiates improved work methods and procedures.	Weekly 10%
7.	Estimates personnel, material and equipment requirements for assigned jobs.	Weekly 10%
8.	Oversees the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient section operations. Ensures the proper maintenance of vehicles, equipment, and/or tools utilized in daily operations	Weekly 5%
9.	Participates in a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 10-15%
10.	Reviews and interprets a variety of plans, drawings, written specifications, and/or other technical documents in assigned area of responsibility; makes recommendations based on analyses; and, ensures compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.	Weekly Varies 10-15%
11.	Assists in forecasting, preparing, and administering assigned budget, which may include capital improvement budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Monthly 10%
12.	Performs other duties of a similar nature or level.	As Required

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#### **Training and Experience** (positions in this class typically require):

- Bachelor's Degree in a related field and two years of supervisory experience;
- OR
- 60 college level units in a related field and four years of related experience at a lead or senior level;
- OR
- Four years of experience related to technical discipline, including two years of supervision is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class B or C license
- One or more licenses or professional certifications related to the specific technical discipline as required, preferred, or desirable
- Professional certification within a specific time frame as mandated by a national, state or locally-recognized agency

#### **Knowledge** (position requirements at entry, may include):

Knowledge of:

- Management practices in public administration
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Principles, policies, practices and operations in assigned area of responsibility
- Mathematical concepts
- Budget administration principles and practices
- Recordkeeping principles and practices
- Research methods as applied in assigned area of responsibility
- Research methods

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**Skills** (position requirements at entry, may include):

Skill in:

- Coaching, monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Training employees in proper work methods
- Reading and interpreting blueprints, schematics, and/or other technical drawings related to job duties
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Preparing and performing mathematical calculations
- Performing advanced and complex activities in assigned area of responsibility
- Developing and administering budgets
- Estimating time, materials, tools, and equipment requirements for jobs
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Developing and revising operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient, and legal operation of facilities
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Monitoring and maintaining supply and material inventory
- Using computers and applicable software applications
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

**Physical Requirements:**

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008